



## BUSINESS LICENSING DEPARTMENT OF PLANNING

### **MEDICAL MARIJUANA ESTABLISHMENT COMPLIANCE PERMIT APPLICATION SUBMITTAL REQUIREMENTS AND CHECKLIST**

**NOTE: IN ORDER TO APPLY FOR AN MME BUSINESS LICENSE YOU MUST HAVE AN APPROVED SPECIAL USE PERMIT, COMPLIANCE PERMIT, AND STATE REGISTRATION CERTIFICATE.**

#### **PREPARATION REQUIREMENTS:**

- All forms and information must be submitted in **tabbed three ring binders or bound packaging**.
  - All sections and subsections must be tabbed as indicated below on each required item.
  - All pages within each subsection must be numbered. Each section and subsection will start at page 1 so they can be referenced easily. (i.e. Section 1 – Page 1 or Subsection 2A – Page 1)
- Include a flash drive with a scanned PDF version of your completed application. Insert the flash drive in a clear, sealed, three whole sheet protector as the first page in your binder. Maintain in your possession a backup version of the PDF flash drive to be submitted if requested for any reason.
- Each item on the checklist will be required. Each form will be required to be filled out and in full and will require all signatures and initials
- Building, site and architectural plans and renderings that do not fit in the binder may be submitted separately but a reference sheet of paper is required within the sub tabbed section of the binder that indicates they were submitted as attachment plans due to size. Indicate the subsection tab on the plans and renderings as well.
- The application fees are **ONLY** being accepted in the form of a Cashier's Check, Money Order or Cash. (Credit cards will not be accepted).
- All applications will be accepted at the Development Services Center located at 333 North Rancho, Las Vegas, NV 89106.
  - Upon arrival, all applicants must have pulled a QMatic Check-in ticket which is time stamped by 3:00 p.m. on the final day of submission to have their application submitted.
- **All required documentation has been submitted if you have previously been awarded a Compliance Permit. If you have any changes or updates for any item in the required documentation, the entire document must be resubmitted and signed. Please note items in Tab 1 are required to be new.**

## CHECKLIST

### ☐ **APPLICATION FORM (Tab 1):**

A completed compliance permit application form is required. Check and download **ONLY one** of the three applications listed below. **A separate and complete permit application packet, including every item on this checklist is required for EACH separate permit application listed below.**

#### ☐ [MM001 – Cultivation Establishment](#)

- Other Permits/Licenses - Section II – Attach detailed list of owner interest for each license listed on the application.

#### ☐ [MM002 – Dispensary Establishment](#)

- Other Permits/Licenses – Section II – Attach detailed list of owner interest for each license listed on the application.

#### ☐ [MM003 – Production Establishment](#)

- Other Permits/Licenses – Section II – Attach detailed list of owner interest for each license listed on the application.

### ☐ **OWNERSHIP INTERESTS (Tab 2):**

Provide documentation demonstrating the complete ownership structure (include all that apply)

- ☐ Current list of all natural persons with an ownership interest in the business  
The identified owners must equal 100% of the ownership of the company (Subsection Tab 2A)
- ☐ Provide a current list of all management companies or management employees under contract (Subsection Tab 2B)
- ☐ Articles of Incorporation (Subsection Tab 2C)
- ☐ Articles of Organization (Subsection Tab 2D)
- ☐ Current list of officers as registered with the NV Secretary of State (Subsection Tab 2E)
- ☐ Organizational Chart (Subsection Tab 2F)
- ☐ Nevada Secretary of State Business Registration (Subsection Tab 2G)
- ☐ Nevada Department of Taxation Sales/Use Tax Permit or exemption documents (Subsection Tab 2H)
- ☐ Partnership Agreements (Subsection Tab 2I)
- ☐ Operating Agreements (Subsection Tab 2J)
- ☐ Any profit sharing agreements made outside of the ownership structure (Subsection Tab 2K)

### ☐ **PERSONAL HISTORY FORM (Tab 3):**

**A completed Personal History Form for EACH natural person identified from Tab 2 – Subsection Tab 2A and Subsection Tab 2B** (Current list of all natural persons with an ownership interest in the business and all management employees that are currently under contract)

**\*\*\*No Waivers and No substitute forms will be accepted\*\*\***

☐ [PL125 – Personal History Form](#)

- ☐ An original letter from the local Police Department of every out-of-state jurisdiction in which you have lived for the past 10 years detailing any criminal records in their local files. (This requirement is for everyone listed on the form Subsection Tab 2A and 2B)

- ☐ All parties who complete a Personal History Form must also include:

- Copy of Birth Certificate (if U.S. born)
- Copy of Naturalization Certificate (if applicable)
- Passport size photo 2x2 (head/shoulders)
- Copy of driver's license or state issued identification
- Or any other documentation as required by the form

☐ **PERSONAL FINANCIAL QUESTIONNAIRE (Tab 4):**

**A Personal Financial Questionnaire must be completed for EACH natural person identified from Tab 2 – Subsection Tab 2A** (Current list of all natural persons with an ownership interest in the business)

- ☐ [MM004 – Personal Financial Questionnaire](#)

- ☐ [MM004\(A\) – Personal Financial Questionnaire Schedule](#)

☐ **FINANCIAL QUESTIONNAIRE FOR THE BUSINESS (Tab 5):**

**A financial questionnaire must be completed for the business entity applying for the compliance permit**

- ☐ [MM005 – Financial Questionnaire for your Business Entity](#)

\*Documents to support the source of funding (i.e., bank statements, personal loans, tax returns, etc.) **MUST** be attached.

☐ **STATE APPLICATION PACKET (Tab 6):**

A complete and accurate copy of the requirements for an application and all accompanying documents to be filed with the State of Nevada pursuant to NRS 453A. (Include the entire State application packet your business entity intends to submit, even if you find it duplicative to what the City is asking as part of the application process.)

- ☐ The submission should include but is not limited to:

- All proposals for operations, business plans, educational plans, attestations, financial documentations, and required tax reports.
- All documents detailing proposed organizational structure, all narratives, and resumes.
- All documentation required concerning the adequacy of the proposed building and construction plans with supporting details.
- All testing, transportation, policy and operations manuals, financial, disposal, and an environmental plan.

☐ **OPERATIONS AND CONTRACTING (Tab 7):**

- ☐ A copy of all contracts related to the business operations of the medical marijuana establishment. This includes any proposed or executed contracts for consulting and Management for the proposed establishment.

**(Subsection Tab 7A)**

- ☐ A complete description of the products and services to be provided at the establishment

**(Subsection Tab 7B)**

- ☐ A narrative that details your accounting plan that includes how sales and inventory will be tracked on a daily, weekly and monthly basis, and how the information will be stored and safeguarded. ([Accounting Procedures](#))

**(Subsection Tab 7C)**

- ☐ A narrative detailing the method proposed for the destruction of any unused product along with a description of the proposed documentation to track and verify destruction

(Subsection Tab 7D)

☐ **LAND USE, SECURITY AND PROPERTY RELATED DOCUMENTS (Tab 8):**

- ☐ A complete Special Use Permit application and all applicable fees pursuant to Titles 19.12 and 19.16 and all required accompanied documents ([Special Use Permit Submittal Requirements](#))

(Subsection Tab 8A)

**BUILDING AND SAFETY REQUIREMENTS**

- ☐ If, in the opinion of a Nevada design professional, the proposed use or occupancy of the proposed site is more hazardous than the existing use or occupancy based upon the *International Building Code*, then the applicant must submit **THREE SETS** of the following documents prepared by the Nevada licensed design professional:
  - a. A plot plan;
  - b. A floor plan showing all existing uses in the building;
  - c. A description of any product processing or product refining that involves the use of hazardous chemicals regulated by the *International Building Code* or the *International Fire Code*.
  - d. An analysis of the existing building and proposed use based on the requirements of Chapter 34 of the *International Building Code* or the *International Existing Building Code*;
  - e. A general description of work required to bring the existing building into compliance with the requirements applicable to the proposed use or occupancy; and
  - f. An odor control concept plan describing the approach and equipment to be utilized to control odors.

**- OR -**

- ☐ If, in the opinion of a Nevada design professional, the proposed use or occupancy of the proposed site is equal to or less restrictive than the existing use or occupancy based upon the *International Building Code* then the applicant must submit **THREE SETS** of the following documents prepared by the Nevada design professional.
  - a. A letter stating the following:
    - 1. The occupancy or use classification of the existing building as specified in the *International Building Code*.
    - 2. The occupancy or use classification of the proposed building based on the proposed use or occupancy as specified in the *International Building Code*.
    - 3. A description of any product processing or product refining that involves the use of hazardous chemicals regulated by the *International Building Code* or the *International Existing Building Code*
  - b. A floor plan showing all existing uses in the building; and
  - c. An odor control concept plan describing the approach and equipment to be utilized to control odors

(Subsection Tab 8B)

**NOTE: Actual costs of building inspection and review will be due at the time of inspection to the Building Department and must be paid in full prior to the permit being considered by the City Council.**

- ☐ A proposed security plan for your facility and all accompanying diagrams. The plan should include a depiction of security cameras and a narrative indicating how the applicant intends to comply with the requirements for monitoring and securing the licensed premises.

(Subsection Tab 8C)

- ☐ A sign plan showing all proposed exterior and interior signage including the size and full color renderings.

(Subsection Tab 8D)

- ☐ A copy of the deed of contingency lease for the proposed space to be utilized for the facility. A signed contingency lease must include written documentation stating that the property owner of the facility is fully aware of the property's intended use. Contingency lease documentation should also include the name, address, and contact telephone number for the property owner. The deed for the property must clearly demonstrate property rights to the identified parcel or address of the proposed medical marijuana establishment, as well as documentation of the right to use the property as a medical marijuana establishment.

(Subsection Tab 8B)

☐ **FEES:**

- ☐ A \$5,000 **non-refundable** per application fee is required at the time of application submission. The application fee is **ONLY** being accepted through certified/liquid funds and must be in one of the following three forms:
  - Cashier's Check
  - Money Order
  - Cash

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